

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD09212635
POSITION NO: 243816
POSITION TITLE: _____

DATE POSTED: 10/10/16
CLOSING DATE: 10/21/16

DEPARTMENT NAME / WORKSITE: Weatherization Assistant Program / Fort Defiance, Arizona

WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>		GRADE/STEP: <u>AB60A</u>	
WORK HOURS: <u>8 a.m. to 5 p.m.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>34,028.80</u>	PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>16.36</u>	PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____		

DUTIES AND RESPONSIBILITIES:

Leads a crew involved in carpentry work. Performs cost estimates and orders supplies. Assign carpentry work assignments to crew. Develop and submit material lists for each job assigned. Verify and complete work records and assignments. Complete purchase for equipment and supplies. Prepare project progress reports. Construct forms, building frames, stairways, shelves, and cabinets; repairs and maintains frame buildings and structures. Erects walls and roofing including installs, repairs, and maintains window frames, sashes, doorframes, doors, and screens. Repair and maintain furniture and cabinets. Installs partitions and applies floor coverings and wallboards. Construct, repair, and maintain light and heavy timbered bridges and short span concrete bridges and barricade equipment. Prepare sketches of carpentry work to be done. Operate power saw, jointers, shapers, and other power and hand tools. Provide responsive, high quality service to the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and completion of Carpentry Trade School; and two (2) years of journey level carpentry experience.

Special Requirements:

- Possess a state valid driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation is required. ***(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).***

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the Navajo Personnel Policies Manual, Navajo Budget Instructions Manual and Weatherization's rules and regulations. Understands the Navajo Motor Vehicle Handbook, Travel Policy, and Navajo Procurement Policies including Appropriation's Act. Understand Federal Rules and Regulations 10 CFR Part 440 and 2 CFR Part 200. Knowledge of modern office management operations including Health and Safety program guidelines; and appropriate cost effective measures for energy efficiency, OSHA 10 certificate.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.